

In Reply Refer To:
FWS/DB

Memorandum

To: Service Directorate

From: Director

Subject: Fiscal Year 2004 Fire Budget Structure Changes and Implementation Guidance

Beginning October 1, 2003, the Service will implement a new Wildland Fire Management budget structure. The change is necessary to align DOI bureaus and USDA Forest Service budget structures as mandated by Congress and endorsed by the *Wildland Fire Leadership Council*. Changes required in both FY 2004 and FY 2005 will be implemented October 1, 2003. This memo provides a timeline and guidance for implementation of the new structure. A separate memo (attached) established the new budget structure. To facilitate transition from the old budget structure, all offices must adhere to the following schedule.

October 1, 2003 – *Discontinue the use of subactivities 9251, 9261 and 925C.* No FY 2004 transactions should be posted to these subactivities, as mandated changes require the Service to track these activities differently starting in FY 2004. Subactivity 9251 is replaced with 9131 (Readiness and Program Management) and 9132 (Facility Construction and Maintenance). Subactivity 9261 is replaced with 9141 (Suppression) and 9142 (Emergency Stabilization). Burned Area Rehabilitation is now a separate function from emergency stabilization. Burned Area Rehabilitation will continue to use subactivity 9262. Note that Emergency Stabilization may no longer be charged to subactivity 9262. All FY 03 project codes for 9262 will be closed and can no longer be used after the end of this fiscal year. New plans must be submitted and approved for all rehabilitation activity charges in FY 04, for both previously approved projects and new ones. Subactivity 925C is replaced with 913C. New project codes will also be required for 9132, 9141 and 9142. The National Wildlife Refuge System Office of Budget has provided separate guidance for establishment of new project numbers.

October 1, 2003 through December 31, 2003 – *Move undelivered orders existing September 30, 2003 from discontinued to new subactivities.* Transactions entered in FY 2003 and prior years in 9251, 9261, and 925C must be moved by the originating office to the new subactivities by December 31, 2003. At that time, the Division of Finance will deactivate the old subactivities and obligations that still exist in discontinued subactivities will no longer be valid. ~~These~~ Any resulting remaining funds will be returned to the Bureau of Land Management in the second quarter of FY 2004. To minimize the workload associated with redistributions, an obligation in a discontinued subactivity should be moved to the new subactivity prior to finalizing the expenditure.

October 1, 2003 through September 30, 2004 – *Monitor transition as budget authority is moved from discontinued to new subactivities.* As offices de-obligate transactions from discontinued subactivities, recoveries will be generated. The Division of Budget will move this budget authority via allotment to the correct new subactivity. Allotments and the Budget Allocation System will also reflect FY 2004 carryover in the new subactivities. Transition to the new budget structure will be monitored by the Division of Budget, the Division of Financial

Management and the National Wildlife Refuge System headquarters and Boise program and budget staffs. Field units experiencing problems should contact the Division of Budget or the National Wildlife Refuge System Office of Budget for resolution.

Attachments

In Reply Refer To:
FWS/DB

Memorandum

To: Chief, Branch of Financial Operations, Denver Operations

Through: Chief, Division of Financial Management

From: Chief, Division of Budget

Subject: New Fund Codes/Activities/Subactivities/Elements for Fiscal Year 2003

Alignment of DOI bureau and USDA Forest Service budget structures mandated by Congress and endorsed by the *Wildland Fire Leadership Council* require the Service to implement changes to the existing budget structure for Treasury Symbol 14-14X1125(16). The structure change has been approved by the Department, the National Wildlife Refuge System fire program and budget office, the Division of Financial Management and the Division of Budget. The structure will be implemented October 1, 2003, and specific, detailed programmatic implementation guidelines will be issued with a separate memo. To accomplish the necessary changes, please establish the following new account structure:

Wildland Fire Management 14-14X1125(16) (existing)

Fund Code 560X (new) Preparedness

<i>Activity (new)</i>	9130	Preparedness
<i>Subactivity (new)</i>	913C	Fire CAM (no project codes required)
<i>Subactivity (new)</i>	9131	Readiness & Program Management (no project codes required)
<i>Subactivity (new)</i>	9132	Facility Construction & Maintenance (project codes required)

Fund Code 561X (new) Emergency Operations

<i>Activity (new)</i>	9140	Emergency Operations
<i>Subactivity (new)</i>	9141	Suppression (project codes required)
<i>Subactivity (new)</i>	9142	Emergency Stabilization (project codes required)

Fund Code 557X (existing) Burned Area Rehabilitation (name change only)

<i>Activity (new)</i>	Burned Area Rehabilitation	(elevation to budget activity)
<i>Subactivity (existing)</i>	9262	Burned Area Rehabilitation (name change, project codes required)

Fund Code 558X (existing) Hazardous Fuels Reduction (name change only)

<i>Activity (new)</i>	Hazardous Fuels Reduction	(elevation to budget activity)
<i>Subactivity (existing)</i>	9263	Non-WUI Fuels Reduction Operations (name change, project codes required)
<i>Subactivity (existing)</i>	9264	Wildland Urban Interface Fuels Reduction Operations (name change, project codes required)

Fund Code 559X (existing) State and Local Assistance Programs (name change only)

<i>Activity (existing)</i>	State and Local Assistance Programs	(name change only)
<i>Subactivity (existing)</i>	9265	Rural Fire Assistance (project codes required)

Within this structure, placeholders are requested for future budget changes necessary to adhere to the mandate for a joint DOI and USDA budget structure. If possible, please reserve 9133-9139, 9143-9149

and 9266 for inclusion within Treasury Symbol 14-14X1125(16). Also within this structure, fund code 554X and subactivities 9242 and 9243 will continue with no changes.

To facilitate the move to the new structure, use of the following old fund codes and subactivities will cease October 1, 2003. No FY 2004 transactions should be posted to these fund codes and subactivities. The originating field unit will move obligations existing in these subactivities as of September 30, 2003 to the appropriate new fund code and subactivity. As de-obligations occur in these fund codes and subactivities, the Division of Budget will move the budget authority for the recoveries to the correct fund code via allotments. The obligations are expected to be completely moved by December 31, 2003. At that time, the following should be de-activated:

Fund Code 555X (existing) Wildland Fire Management (BLM)

Subactivity (existing) 925C Fire CAM

Subactivity (existing) 9251 Wildland Fire Preparedness

Fund Code 556X (existing) Emergency Suppression

Subactivity (existing) 9261 Emergency Suppression

A crosswalk table follows that contains the old and new budget structures. Thank you for your assistance. Please call the Division of Budget, Barbara Loving or Barbara Ritter at 202-208-4596 if you require further information.

Attachment(s)

Action Taken: General Accounting _____
Cost Accounting _____

Signature: _____ **Date:** _____
Chief, Branch of Financial Operations, Denver Operations

Remarks:

cc: Division of Financial Management-
FWS/3559/DB Surname
FWS/3559/DB Reading File
FWS/DB:Loving:ays:208-4596:03/28/03/s:...Execution FY 2003/New Subactivities and Accounts /
Fire Budget Structure

CURRENT STRUCTURE - FY 2003				STRUCTURE - FY 2004							
Fund Code	Fund Code Name	Subactivity #	Subactivity Name	Fund Code	Fund Code Name	Activity #	Activity Name	Subactivity #	Subactivity Name	Project Codes	Acct. New or Existing
555X	Wildland Fire Management (BLM)	925C 9251	Fire CAM Wildland Fire Preparedness	560X	Preparedness	9130	Preparedness	913C 9131 9132 9133-9139	Fire CAM Readiness & Program Management Facility Construction and Maintenance Placeholders	No No Yes	NEW NEW NEW NEW
556X	Emergency Suppression	9261	Emergency Suppression	561X	Emergency Operations	9140	Emergency Operations	9141 9142 9143-9149	Suppression Emergency Stabilization Placeholders	Yes Yes	NEW NEW NEW
557X	Burned Area Emergency Rehab	9262	Burned Area Emergency Rehab	557X	Burned Area Rehabilitation		Burned Area Rehabilitation	9262	Burned Area Rehabilitation	Yes	Existing
558X	Hazardous Fuels Reduction Ops	9263 9264	Hazardous Fuels Reduction Wildland Urban Interface Fuels	558X	Hazardous Fuels Reduction		Hazardous Fuels Reduction	9263 9264	Non-WUI Fuels Reduction Operations Wildland Urban Interface Fuels Reduction Operations	Yes Yes	Existing Existing
559X	Rural Fire Assistance	9265	Rural Fire Assistance	559X	State and Local Assistance Programs		State and Local Assistance Programs	9265 9266	Rural Fire Assistance Placeholder	Yes	Existing NEW
554X	Wildland Fire Protection (collections)	9242 9243	Suppression Emergency Rehabilitation	554X	Wildland Fire Protection (collections)		Wildland Fire Protection (collections)	9242 9243	Suppression Emergency Rehabilitation	No No	Existing Existing

Slight name change only

